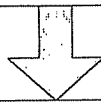
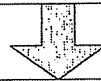


Providers  
How to Enter a  
New Bill in MEC<sup>2</sup> PRO  
07/16/2009

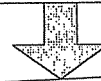
From the Home Page, select **Enter** under the **New** column for the Provider whose bill you are to enter.



New Bill List Window  
Identify the case and period you wish to bill for and select **Create**.



New Bill: View Bill Window  
Select **Edit** in the row of the appropriate child.



New Bill: Edit Child Window  
Enter the billing information and select **Save**.



New Bill: View Bill Window  
Select **Edit** to edit the next bill, **Back** to save the information and quit, or **Submit** to go to next window and confirm submission of the bill.

Providers  
How to Edit a  
Saved Bill in MEC<sup>2</sup> PRO

07/16/2009

From the Home Page, select **Edit** under the Saved column for the Provider whose bill you are to enter.

Saved Bill List

Identify the case and period and select **Edit**.

Saved Bill: View Bill

Identify the bill or copay to be edited and select **Edit**.

Saved Bill: Edit Child Window

Select **Edit** in the row of the appropriate child.

New Bill: View Bill Window

Select **Back** to save the information and Quit or **Submit** to go to next window and confirm submission of the bill.

Providers  
How to View a  
Submitted Bill in MEC<sup>2</sup> PRO  
07/01/2009

From the Home Page, select **View** under the Submitted column for the Provider whose bill you are to view.



Submitted Bill List  
Identify the case and period and select **View**.



Submitted Bill: View Bill Window  
Identify the bill or copay to be edited and select **View**.



Submitted Bill: View Child Window  
View the bill and select **Back** when done.



New Bill: View Bill Window  
Select **Back** when done viewing or **Printable Bill** to see a printable version of the submitted bill.

